



Livingston Job Service Workforce Center

Unemployment Insurance & Job Service Registration Checklist

1. Filing for Unemployment Benefits Checklist

READ THIS INFORMATION CAREFULLY. Now that you are unemployed, it is very important for you to understand what your responsibilities are when filing for unemployment benefits and when you start your search for suitable job opportunities. There are many differences you will encounter when you begin interacting with **Montana Unemployment Insurance** and **Montana Job Service**.

What's the difference?

- **Unemployment Insurance** provides services and monetary benefits to you when you are out of work. They do not assist with obtaining employment or other related services.
- **Job Service** provides services and tools to assist you with searching for, obtaining, and retaining a job or career. Job Service does not handle Unemployment Claims but can offer you assistance with filing for benefits.

Although Unemployment Insurance and Job Service are both part of the State of Montana Department of Labor & Industry, each agency requires that you “**register**” with them separately in order to receive their specific services.

For example, when you file a claim for unemployment benefits, you are **not** automatically registered with Job Service and will need to perform that step separately. More details on this below.

2. Start Filing Your Unemployment Benefits Claim

Complete Incomplete

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1. Please check off and have the following items handy before you try to file your claim:

- ☐ Your Social Security Number
- ☐ Current Mailing Address
- ☐ Your Telephone Number and/or valid E-mail Address
- ☐ Complete Name, Address, Phone Number, Start and End Dates for ALL employers you have worked for since July 1, 2007.
- ☐ Form DD-214 if you are a Military Veteran
- ☐ If you wish to have your benefits deposited directly to your bank account, you will need your account number and bank routing number for the account you want your benefits deposited in.
- ☐ The name and local number of your union hall if you are a Union Member.
- ☐ Your Alien registration card number and expiration date if you are not a U.S. Citizen.

2. Telephone an Unemployment Insurance Telephone Center at one of the following numbers:

Helena (406) 444-2545 Billings (406) 247-1000

***Please note that this is a long-distance telephone call if you live outside of these cities.*

~ Or for FASTER Service ~

3. Try filing your Unemployment Insurance Claim Online by visiting the web site below:

<https://app.mt.gov/ui4u/index>

If you are experiencing trouble getting through to a telephone center or, if you are unable to complete your claim online, please telephone your local Job Service Center. If you are in the Livingston area, please call (406) 222-0520 for assistance.

To contact another Job Service office, call us or online visit: <http://montanajobs.mt.gov/>

3. What Happens Next

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Once you have checked off the **completed** box in **Section 2** above, you're ready for the next step.

You will receive a packet of information regarding your unemployment benefits claim in your mail within a short time after filing for unemployment. While waiting for your information packet to arrive in the mail, you may want to take this time to establish your *PIN number.

***If you have filed for Unemployment benefits online you have already established Your PIN number. You don't need to do anything else right now. If you have forgotten your PIN number, call your local Job Service Office to have it re-set. In Livingston please call (406) 222-0520.**

Your PIN number is a four (4) digit number that YOU select. The purpose of the PIN number is for security reasons so that Unemployment Insurance can identify YOU and associate your information with the money that you are requesting when you begin filing EVERY TWO WEEKS for payment (*which is also called your Bi-weekly Claim*).

***If you have filed for Unemployment benefits over the phone, you will need to establish your PIN number. You may do so by calling 1-800-207-0667 or if you are in the Helena Area, 444-9800.**

4. Complete all necessary forms and mail or fax them back to Unemployment

Complete Incomplete

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Once you have checked off the **completed** box in **Section 3**, you're ready for the next step.

Shortly after filing your claim, you will receive a packet of information in the mail letting you know that you **have** or **have not** qualified for cash benefits, and/or other information related to your claim.

If you have filed for unemployment over the telephone, you will receive **important** forms in your mail such as the **Claimant Agreement Form** that **must** be signed and dated and returned to the Unemployment Insurance Division. It is important that you fill in all forms as necessary and **mail** or fax them back to the Unemployment Insurance Division.

IMPORTANT: READ ALL OF YOUR INFORMATION PACKET CAREFULLY (IF RECEIVED).

5. Filing Your Bi-Weekly Claim

Complete Incomplete

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Once you have checked off the **completed** box in **Section 4**, you're ready for the next step. Now that you have filed your Unemployment Claim either through a telephone center or online, you should understand that you have done **ONLY** that – **filed a claim for benefits and nothing more.**

YOU WILL NOT AUTOMATICALLY BEGIN RECEIVING CASH BENEFITS.

This step is **critical** in order for you to actually start receiving your **MONEY! The Bi-Weekly Claim is Your request to the State for payment.** You will request payment for **2-weeks** at a time via the Internet or by telephone (just like putting in a timesheet with an employer). Please note that when you make your Bi-Weekly Claim (or payment request), you are asking for money for the previous two (2) calendar weeks.

You MUST do this step every 2-weeks to get paid.

Ensure that you READ your packet information thoroughly so that you will know what day to start calling in your request for payment. To file your Bi-Weekly Claim:

By Phone: Call 1-800-207-0667 or 444-9800 (Helena Area) **Online:** <https://app.mt.gov/ui4u/index>


6. Registering With Job Service

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Once you have checked off the **completed** box in **Section 5**, you're ready for the next step.

When you are collecting Unemployment Benefits from the State of Montana, Unemployment Insurance rules **REQUIRE** you to register with a Montana Job Service Workforce Center **if you haven't already done so**.

Registration with Montana Job Service is easy to do, confidential, free of charge and secure. 

Once registered, your registration is valid state wide at any Montana Job Service office location.

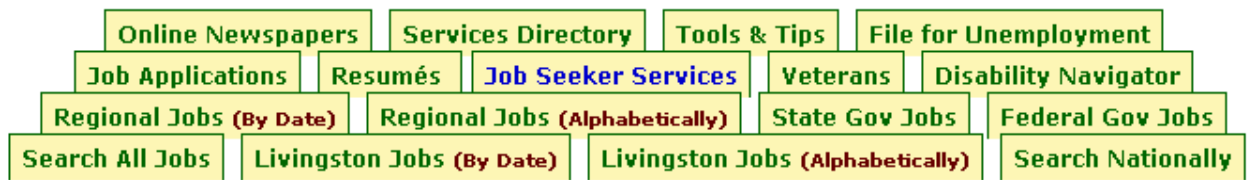
If you think you may already be registered with Job Service, or you have registered with a Montana Job Service office within the past 2-years, please call us at the number below so that we can re-activate your registration.

To register **online** or to view job listings anywhere in Montana, please visit:



<http://wsd.dli.mt.gov/local/livingston/jobsearch.asp>

At the address above, you will find access to all posted job listings in Livingston and surrounding areas of Montana. You will see a tabbed section on the page like the image below where you will be able to search jobs locally, regionally, statewide or even nationally.



Check the status of a job you've applied for



You can also check the status of jobs you apply to.

If you do not have Internet access, please call or visit your local Job Service office for assistance with getting registered.



Livingston Job Service Workforce Center

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